

## FINANCIAL MANAGEMENT CALENDAR

KDE

MONTH	BUDGET CYCLE	MUNIS BUDGET GENERAL LEDGER	MUNIS PAYROL	MUNIS ACCOUNTS PAYABLE PURCHASING	MUNIS SYSTEM ADMIN.	KDE DUE DATES
<b>JULY</b>	Receive Certified Property Assessment and Tax Rate (July-Sept.)	Begin New Year Processing – ROLL ACCOUNTING PERIOD (BGL-2&3)	Review Accumulators	Begin processing New Year P.O.'s	DAILY – Perform dbbackup option #1	Notification of Reemployment of Certified Staff (KRS 161.750) 45 Days before School Starts for Students
	Schedule Tax Rate Hearing if Required (July-September)	Begin New Year Processing – SET HOLDING-YEAR-OPEN FLAG (BGL 2&3)	Run KTRS Report Before Step Increase	Purge Vendor File Audit of Entries More Than Six Months Old (end of fiscal year)	WEEKLY – Perform dbbackup option #3	4 <sup>th</sup> Working Day Each Month – SEEK EFT
		Continue Preparing for Year End Close (BGL 2&3, AP-2)	Update Payroll for New Year Grants & Extra Service	Purge Purchase Order History (end of fiscal year)	MONTHLY – Perform dbbackup Options #3 & #5	KTRS Report Due 15 <sup>th</sup>
		Perform Month – End Processing for June	Purge Employee Audit File of Entries More Than Six Months Old (end of fy)			CERS Report Due 20 <sup>th</sup>
		Close Fiscal Year (BGL #4)	Perform Step Increase			Tax Collector's Report and Reconciliation Due to KDE 25 <sup>th</sup>
		Run a Budget Completion Journal				CSIP 4 <sup>th</sup> Qtr. Expenditure Report Due prior to close of fiscal year

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		Run the Annual Financial Report				Annual Financial Report Due to KDE 25 <sup>th</sup>
		Post Last Year Adjustments in Period 13 After Closing the Year				Quarterly Project Budget Reports Due to KDE 25 <sup>th</sup>
		Run Annual Project Budget Reports				
		Purge Account File Audit of entries More than Six Months Old (end of fiscal year)				
<b>AUGUST</b>	Receive Certified Property Assessment and Tax Rate (July-Sept.)	Post Last Year Adjustments in period 13 (BGL-5)			DAILY – Perform dbbackup option #1	4 <sup>th</sup> Working Day Each Month – SEEK EFT
	Schedule Tax Rate Hearing if Required (July-Sept.)	Perform Month – End Processing for July			WEEKLY – Perform dbbackup option #3	
	Submit Levied Tax Rates to KDE (Aug.-Oct.)	Post/Run AFR in Newspaper or on WEB			MONTHLY – Perform dbbackup Options #3 & #5	

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MONTH	BUDGET CYCLE	MUNIS BUDGET GENERAL LEDGER	MUNIS PAYROLL	MUNIS ACCOUNTS PAYABLE PURCHASING	MUNIS SYSTEM ADMIN.	KDE DUE DATES
	Begin Preparing Working Budget	Review 15 Month Grants, i.e. ESS, KERA, Preschool				
		LEA to Receive Tentative State SEEK Projection for Current Year from KDE				
<b>SEPTEMBER</b>	Receive Certified Property Assessment and Tax Rate (July-Sept.)	Post Last Year Adjustments in Period 13 (BGL-5)			DAILY – Perform ddbackup option #1	4 <sup>th</sup> Working Day Each Month – SEEK EFT
	Schedule Tax Rate Hearing If Required (July-Sept.)	Perform Month – End Processing for August			WEEKLY – Perform dbback option #3	Adjustments to School Council Allocations 15 <sup>th</sup>
	Submit Levied Tax Rates to KDE (Aug.-Oct.)	Final CSIP MUNIS Budgets by Grant & by Location on WEB by Sept. 30	Prepare PSD's as of Sept. 15 Prepare CSD's as of Sept. 15		MONTHLY – Perform ddbackup Options #3 & #5	Certified Staffing as of this date for PSD 15 <sup>th</sup>
	Continued Preparing and Finalize Working Budget	Run Final Working Budget (BGL-8, STW_GL-4)				Working Budget Report Due 30 <sup>th</sup>
	Adjustments to School Council Allocations for Changes in Salary and Enrollment					Post CSIP 4 <sup>th</sup> Qtr. Final Budget to District Website 30 <sup>th</sup>
						PSD's and CSD's Due  Prior to Oct. 1

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<b>OCTOBER</b>	Submit Levied Tax Rates to KDE (Aug.-Oct.)	Post Last Year Adjustments in Period 13	Review Accumulators		DAILY – Perform dbbackup option #1	Notification on Motor Vehicle Rate Due to Revenue Cabinet  1 <sup>st</sup>
	Initiate Process of Projecting Enrollment/ADA for Next School Year	Run Full Tables Validation and Address Results	Open Enrollment for Health Insurance		WEEKLY – Perform dbbackup option #3	4 <sup>th</sup> Working Day Each Month – SEEK EFT
	Initiate Annual Needs for Next School Year	Run Quarterly Project Budget Reports			MONTHLY – Perform dbbackup Options #3 & #5	Quarterly Project Budget Reports Due to KDE  25 <sup>th</sup>
	Revise Allocations to School Councils for Changes in ADA & SEEK	Perform Month-End Processing for September				Audit Due to KDE  31 <sup>st</sup>
		End of Second Month Adj. Of Allocations to School Councils				Idea B Maintenance of Effort Due to KDE 31 <sup>st</sup>
<b>NOVEMBER</b>	Continue Annual Needs Assessment for Next School Year	Perform Month-End processing for October	Process Employee Deduction Changes for Health Insurance	Prepare New Debt Service Schedule	DAILY – perform dbbackup option #1	Growth Factor Report  1 <sup>st</sup>

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MONTH	BUDGET CYCLE	MUNIS BUDGET GENERAL LEDGER	MUNIS PAYROLL	MUNIS ACCOUNTS PAYABLE PURCHASING	MUNIS SYSTEM ADMIN.	KDE DUE DATES
	Confirm/Adjust KDE Estimates of District Data for Next Year's SEEK Calculation				WEEKLY – Perform dbbackup option #3	4 <sup>th</sup> Working Day Each Month—SEEK EFT
	Begin Preliminary Budget Development for Next School Year – Local and State Revenue Projections				MONTHLY– Perform dbbackup option #3 & #5	Non Academic Report 15 <sup>th</sup>
<b>DECEMBER</b>	Complete Annual Needs Assessment for Next School Year	Perform Month-End Processing for November	Prepare for W-2 Processing		DAILY – Perform dbbackup option #1	4 <sup>th</sup> Working Day Each Month SEEK EFT
	LEA to Receive Forecast State SEEK for Next School Year		Begin Working on Salary Schedule		WEEKLY – Perform dbbackup option #3	
	Continue Budget Development for Next School Year				MONTHLY – Perform dbbackup Options #3 & #5	
<b>JANUARY</b>	Finalize Draft Budget	Run Full Tables Valiation and Address Results	Review Accumulators		DAILY – Perform dbbackup option #1	4 <sup>th</sup> Working Day Each Mond – SEEK EFT
	Review Draft Budget at Local Board Meeting	Purge Account File Audit of Entries More Than Six Months Old	Purge Employee Aduit File of Entries More Than Six Months Old	Purge Vendor File Audit of Entries More Than Six Months Old	Full System Backup for Calendar Year	Quarterly Project Budget Reports Due to KDE 25 <sup>th</sup>

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		Run Quarterly Project Budget Reports	Purge Global Audit File for the Prior Calendar Year (after W-2 Processing is complete)		WEEKLY – Perform dbbackup option #3	Draft Budget Review by Local Board  31 <sup>st</sup>
		Run Draft Budget	Process W-2's		MONTHLY – Perform dbbackup Options #3 & #5	
		Perform Month-End process for December				
<b>FEBRUARY</b>	Prepare Allocations for School Councils	Perform Month-End Processing for December			DAILY – Perform dbbackup option #1	4 <sup>th</sup> Working Day Each Month – SEEK EFT
		Forecast Ending GF Balance for Board			WEEKLY – Perform dbbackup option #3	
		Any Staffing Allocations Must be Approved by the Board by March 1st			MONTHLY – Perform dbbackup Options #3 & #5	
<b>MARCH</b>		SBDM Allocations Due to Councils by March 1st			DAILY – Perform dbbackup option #1	Allocations to Councils per 702 KAR 3:246 1 <sup>st</sup>
		Perform Month-End Processing for February			WEEKLY – Perform dbbackup option #3	4 <sup>th</sup> Working Day Each Month SEEK EFT

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		KISTA Bus Sale Resolution Adopted by Local Board			MONTHLY – Perform dbbackup Options #3 & #5	
		Council Advises LEA of Staffing Level DATE?				
<b>APRIL</b>	Begin Preparing Tentative Budget	Begin preparing Tentative Working Budget	Review Accumulators		DAILY – Perform dbbackup option #1	4 <sup>th</sup> Working Day Each Month – SEEK EFT
	LEA to Receive Notification from KDE of Final State SEEK	Begin Creation of Fund 2 Accounts for Next Year			WEEKLY – Perform dbbackup option #3	Quarterly Project Budget Reports Due to KDE 25 <sup>th</sup>
		Run Full Tables Validation and Address Results			MONTHLY – Perform dbbackup Options #3 & #5	KRS 161.750 Notification of Reemployment of Certified Staff 30 <sup>th</sup>
		Run Quarterly Project Budget Reports				
		Perform Month-End Processing for March				
		Finalize EOY Projection on GF				
		Audit Contract Approved by Board				

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<b>MAY</b>	Finalize Tentative Working Budget	Complete Creation of Fund 2 Accounts for the Next Year		Begin processing Next Year P.O.'s (Optional)	DAILY – Perform dbbackup option #1	Audit Contracts Due to KDE 1 <sup>st</sup>
		Run Tentative Working Budget		Clean-up Purchase Orders for Year End	WEEKLY – Perform dbbackup option #3	Amended School Calendar (current year) 1 <sup>st</sup>
		Perform Month-End Process for April			MONTHLY – Perform dbbackup Options #3 & #5	4 <sup>th</sup> Working Day of Each Month – SEEK EFT
		Approve Salary Schedule at Board Meeting				KRS 161.760 Notification of Certified Staff Reduction of Duties 90 Days before School Starts for Students
						Tentative Working Budget to Local Board and KDE 30 <sup>th</sup>
						KRS 161.760 Requires Salary Notification to Certified Staff 45 Days before School Starts for Students
						Section 7 Allocations Due to School Councils 30 <sup>th</sup>
<b>JUNE</b>		Prepare for Year End Close		Continue Processing Next Year P.O.'s (optional)	DAILY – Perform dbbackup option #1	School Calendar Due (upcoming year) 1 <sup>st</sup>



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<b>JUNE</b>		Perform Month-End Process for May		Continue Processing Current Year P.O.'s	WEEKLY – Perform dbbackup option #3	4 <sup>th</sup> Working Day Each Month – SEEK EFT
					MONTHLY – Perform dbbackup Options #3 & #5	Superintendent's Annual Attendance Report Due (SAAR) 30 <sup>th</sup>
						KEES Report Due 30 <sup>th</sup>
						Safe Schools Data Report Due 30 <sup>th</sup>
						KRS 161.760 Requires Salary Notification to Certified Staff 45 Days before School Starts for Students
						District Plan (CDIP) to be posted on website 30 <sup>th</sup>